



 UTS	SECURITY DAILY PATROLLING	Doc. No:	UTS/MFS/P14
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<p>Prepared by:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Name: Osman Bin Kadir</p> <p>Position: Senior Executive, Maintenance Facilities & Security</p>	<p>Approved by:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Name: Lau Hwi Sung</p> <p>Position: Manager, Maintenance Facilities & Security</p>
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	25/07/18	Establishment	00	Manager, MFS
2	08/08/22	Review the whole contents	01	Manager, MFS
3	19/07/24	Review the whole contents	02	Manager, MFS
		-change process flow chart & table descriptions from step 1 until step 3.		
4	01/10/24	Review the 3.0 References	03	Manager, MFS

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1. OBJECTIVE

To ensure security personnel conduct patrolling accordingly.

2. SCOPE

The scope of this SOP applies to all security guard in UTS.

3.0 REFERENCES

Security Personnel Job Scope

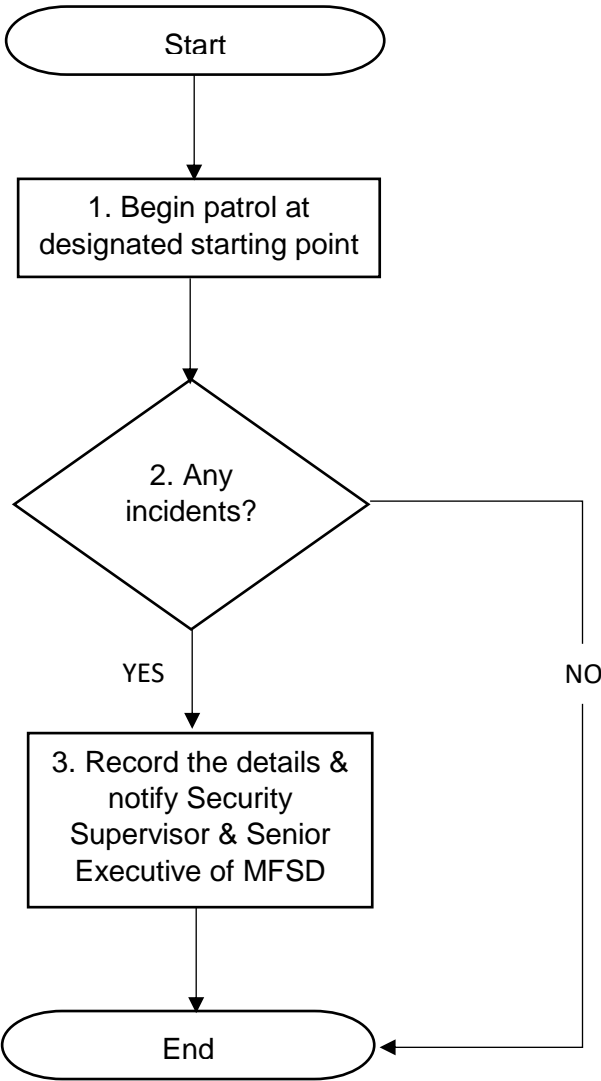
4.0 DEFINITION / ABBREVIATIONS

UTS	: University of Technology Sarawak
SOP	: Standard Operating Procedure
MFSD	: Maintenance, Facilities and Security Department
SE	: Senior Executive
SG	: Security Guard
HOD	: Head of Department

5.0 RESPONSIBILITY

- 5.1 The HOD of MFSD is responsible to ensure that SOP is adhered to
- 5.2 The SE of MFSD is responsible to follow and adhered to this SOP
- 5.3 Security Manager of Security Service Company to follow and adhere to this SOP.

6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1.	SG patrols every 2 hours beginning at the designated starting point. - Patrol at every block in campus	SG	Security Patrol Checklist Record
2.	2.1 SG will check any irregularities or security breaches. 2.2 If YES, proceed to No.3. 2.3 If NO, proceed to end.	SG	Security Patrol Checklist Record
3	If there any incident, they will record the details of incident and inform the Security Supervisor & Senior Executive of MFSD.	SG	NIL

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Security Patrol Checklist Record	Maintenance Office/Senior Executive	1 Year